**Facilities Naming Policy Committee**

**Monday, November 13th AGENDA**

**4:00-5:30pm**

**Administration Building, Room 22 (upstairs)**

**Long-term target:**

* Develop a policy and/or procedures to use when naming district facilities or fields for recommendation to the Board of Trustees

**Meeting Targets:**

* Review norms for collaborative work
* Review sample naming policies from other districts/organizations
* Develop “Guiding Principals” for draft policy language

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| **TIME** | **ACTIVITY** |
| **4:00-4:10** | Introductions |
| **4:10-4:15** | Review agenda |
| **4:15-4:20** | Review norms for collaborative work   1. Treat each other with dignity and respect. 2. Transparency: avoid hidden agendas. 3. Be genuine with each other about ideas, challenges, and feelings. 4. Trust each other. 5. Listen to understand. 6. The discussion of issues, ideas, and direction will not become a personal attack. 7. Present problems and questions in a way that promotes open discussion and resolution. 8. Promise to come prepared to meetings to value and respect the time and convenience of others. 9. Silence our cell phones. |
| **4:20-4:50** | Review sample naming policies from other districts/organizations ***(Keep, Drop, Create protocol)***   * In small groups (or as a whole if the group is small enough) * Review sample policies and share with each other items that we want to keep, drop, or create from the samples   Consensus among the group of using the City Parks and Recreation policy as a model for our facilities naming policy.   * Brings an established value to the structure * Consistency between organizations * Comes from within our own community * Similar purpose * Concise * Not recreating |
| **4:50-5:20** | Develop “Guiding Principals” for creation of policy language using the results of the *keep, drop, create protocol* used in reviewing the sample policies.  What overarching beliefs and/or principals should guide us in the writing of this policy?  **Develop two policies that intertwine:**   * + Facility naming   + Memorial and tribute program   **Facility Naming Guiding Principles**   * Meet criteria of law * District accounting policies and procedures are followed to ensure that donated funds are used as designated by the donor * Meets the values of the district: moral, political, ethical, educational * Furthers the mission and vision of the district * Timeline and terms for every memorial, tribute, or facility: include a warranty and replacement procedure * These guiding principles will be used to inform guiding principles for individual capital campaigns; all capital campaigns must be approved by the Board of Trustees * Includes a renaming procedure * Inclusive: policy can be applied universally and equitably throughout the district * Enduring and sustainable: facilities, memorials, and tributes need to be recordable and trackable over time * Meets the design standards of the district * A time period after the death of an individual that allows for the emotion of the moment to pass: 2 years * Should recognize an individual that has contributed significantly to the mission and vision of the organization OR a majority percentage of financial contribution for the designated facility   + Performed extraordinary or outstanding public service toward the mission and vision of the district   + Outstanding regional or state-wide leader who has contributed significantly to the mission and vision of public education   **Memorial/Tribute Guiding Principles**   * Meet criteria of law * District accounting policies and procedures are followed to ensure that donated funds are used as designated by the donor * Meets the values of the district: moral, political, ethical, educational * Furthers the mission and vision of the district * Timeline and terms for every memorial, tribute, or facility: include a warranty and replacement procedure * Includes a renaming procedure * Tribute or memorial messages should be centralized and support the well-being of all patrons * Inclusive: policy can be applied universally and equitably throughout the district * Enduring and sustainable: facilities, memorials, and tributes need to be recordable and trackable over time * Memorial or tributes should not be installed that have a higher maintenance or installation cost than the original value of the item: value vs cost consideration * Meets the design standards of the district |
| **5:20-5:30** | Next Steps   * Next meeting:   + Monday, December 2nd   + 4-5:30pm   + Room 22, Administration Building * Heather will bring a first draft of a policy based on the *keep, drop, create protocol* work with the sample policies and the “Guiding Principals” developed by the group * The group will review and suggest revisions |